



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 8/1/18	<u>Interviewer:</u> Caitlin McGrane & Sue Guenter-Schlesinger	RFA #18-63
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> staff		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED], [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input checked="" type="checkbox"/> Disability
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment
<input type="checkbox"/> Gender Identity or Expression			

□ Veteran Status
□ Retaliation
□ Genetic Information

Time Line		
Date	Item	Comments
7/26/18	[REDACTED] emails SGS with concerns related to experiences with [REDACTED]	
7/30/18	[REDACTED] emails SGS forwarding additional correspondence from [REDACTED]	
8/1/18	SGS and CM met with [REDACTED] and her support person [REDACTED] detailed for SGS her challenges with the [REDACTED] and the office [REDACTED] shared copies of e-mails that had been sent to her by [REDACTED] in the office. [REDACTED] informed EO that she was waiting to hear back re: her [REDACTED]. [REDACTED] said she had been able to get	

		the [REDACTED] waived with the help of someone in residence life. [REDACTED] said she would e-mail information to CM relating to her challenges with the [REDACTED].
8/2/18	[REDACTED] e-mail to CM	[REDACTED] included CM on a message that was sent to [REDACTED] relating to the appeal of the two [REDACTED]
8/7/18	CM e-mail to [REDACTED]	CM email to [REDACTED] checking if she received a decision re: her appeal and if she was going to be sending CM any additional information/documentation
8/7/18	Email from [REDACTED] to CM	[REDACTED] e-mailed CM back, indicating no decision yet on the appeal- indicated that she would send additional information to CM soon, and the afternoon of 8/8 at the latest. Asked if CM could get her entire ticket history, or if that is something she would have to get from [REDACTED].
8/7/18	CM e-mail to [REDACTED]	CM e-mailed [REDACTED] back telling her no rush on the documents, and indicated that she thought [REDACTED] should be the person to request that information from the [REDACTED]
8/8/18	[REDACTED] e-mail to CM	[REDACTED] forwarded an email to CM that showed she had prevailed in her appeal with the [REDACTED] on both [REDACTED] and both [REDACTED] were "waived"
8/9/18	CM phone call to [REDACTED] Left VM	CM phone call to [REDACTED]: No answer- Left VM indicating that she had received the e-mail showing that [REDACTED] had prevailed in her appeal and got the [REDACTED] waived. CM indicated she wanted to check in with [REDACTED] given the outcome with the [REDACTED] on what her desired outcome from working with EO would be give the result of her appeal.
8/9/18	[REDACTED] called CM back- left Message, CM called [REDACTED] back	CM called [REDACTED] indicated she is happy with how the appeal process worked out, but she would still like Sue to meet with [REDACTED] re: her experience as she does not feel this is a problem that only she has experienced. [REDACTED] said she does want to e-mail the stuff she has to CM so that SGS can have it to reference during her meeting with [REDACTED]. CM told [REDACTED] that the EO office will hold off on setting up a meeting with [REDACTED] until the EO receives the information from her. [REDACTED] agreed that that was appropriate.
9/26/18	CM email to [REDACTED]	CM email to [REDACTED] checking in to see if she would like further action from the EO office. As of today, [REDACTED] had not yet emailed any information to CM.
9/26/18	[REDACTED] email to CM	[REDACTED] emailed CM saying getting the documentation to CM is on her to do list and said she would get all documentation and proposed solutions to CM no later than 10/5. [REDACTED] indicated it has been a very busy August and September for her.
10/15/18	[REDACTED] email to CM	[REDACTED] emailed materials and letter to CM. [REDACTED] has a meeting with CM and SGS set for 11:00 on 10/16/18
10/16/18	SGS and CM met with [REDACTED] at EO	CM and SGS met with [REDACTED] at the EO office. SGS checked in with [REDACTED] to find out how she was doing and what she would like to see as a final step of this RFA. [REDACTED] indicated she was doing well, and she had not had an issue with the [REDACTED] for a while, and was in contact with [REDACTED], who supervises the [REDACTED], relating to concerns regarding her [REDACTED] at the university residence. [REDACTED] indicated [REDACTED] has been great to work with. SGS suggested she meet with [REDACTED] and inform him that [REDACTED] had met with the EO office and that she had experienced her interaction with [REDACTED] as harassment and discrimination. SGS told [REDACTED] she would tell [REDACTED] that [REDACTED] had asked for an outcome where the level of sensitivity around these issues is enhanced. SGS said she would bring attention to how [REDACTED] experienced her interaction with [REDACTED] and explore other ways of dealing with the circumstance. SGS indicated she would not speak about [REDACTED] husband, [REDACTED], as [REDACTED] had not brought his concerns directly to the EO office. SGS indicated she does not have the authority to

		force [REDACTED] or his department to undergo training, but she indicated she would offer it to him. [REDACTED] expressed satisfaction with those discussion topics for SGS and [REDACTED] and asked that she be updated following the conversation between SGS and [REDACTED] to know how it went.
10/31/18	SGS meeting with [REDACTED] at the EO office	SGS and [REDACTED] had a productive conversation. When SGS brought up concern regarding issuing a warning, [REDACTED] referenced RCW 46.19.050 which dictates when warnings may be given. SGS relayed to [REDACTED] that [REDACTED] felt targeted by the [REDACTED]. [REDACTED] indicated that [REDACTED] do not have access to the database that shows the [REDACTED] and the corresponding name. The [REDACTED] only have access to whether or not the [REDACTED] is in the system- not to whom it is linked. [REDACTED] indicated the reason [REDACTED] do not have access to this database is to ensure that no [REDACTED] are identifiable and targeted by [REDACTED] - they want to [REDACTED] to remain anonymous to avoid any potential targeting or singling out of individuals. SGS raised [REDACTED] concern with regard to the [REDACTED] in to the [REDACTED]. [REDACTED] indicated that there are directs given when you get a [REDACTED] that indicate that address this [REDACTED] holds that a [REDACTED] must be exposed to the [REDACTED] and be clearly visible, unobstructed, and able to be read by [REDACTED] recognition. [REDACTED] indicated that he takes [REDACTED] concerns seriously and said she can come directly to him if she has further issues as he wants to be responsive to her. SGS also shared with [REDACTED] concerns relating to the fact that there are only two disabled parking spaces in 1R. [REDACTED] indicated that he is aware of that and is assessing the situation and reviewing the possibility of adding more spaces. [REDACTED] indicated to SGS that he is very happy to speak with [REDACTED] about her concerns and was nice and receptive throughout the conversation.
11/15/18	[REDACTED] out on FMLA leave	[REDACTED] out on FMLA leave. SGS will check in with [REDACTED] on March 25, 2019, when she returns from FMLA leave for final conversation/check in, but no further action will be taken under this RFA.